**Executive Director**

**Preston Hollow Presbyterian Church**

Job Description

**Summary:** Preston Hollow Presbyterian Church (PHPC) is seeking an experienced and dynamic Executive Director to join our leadership team. This pivotal role serves as the Integrator within the Entrepreneurial Operating System (EOS) model, and will oversee internal day-to-day business functions and manage key operational areas including finance, facilities, contracts management, and human resources, to ensure the business of PHPC functions at a high level and meets performance goals.

As a member of the Executive Leadership Team reporting to the Senior Pastor, the Executive Director will directly supervise the Associate Director of Finance, Finance and HR Coordinator, Facilities Manager, Hospitality Coordinator, and Receptionists. This role also partners closely with and supports the Session (governing body of the church), and member-led committees including the Finance Committee, Property Committee and Staff Committee.

**Primary Duties and Responsibilities**

Financial Management

* Develop and implement budgets and business plans that allocate resources effectively, ensure ongoing financial health, and align with the church’s strategic goals.
* Oversee church portfolio of assets. Proactively identify financial opportunities and/or weaknesses. Develop and implement strategies to drive growth and profitability.

Facilities Management

* Assess contractor bids and manage all major capital improvement projects in partnership with the Property Committee.
* Coordinate all real property purchases or leases, dispositions, and financing in collaboration with the Facilities Manager and/or other appropriate staff/committees.
* Manage vendor contracts and service agreements and oversee vendor/service provider performance.
* Support appropriate committees and staff in the execution of space planning and utilization, including oversight of facility use by internal and external groups.
* Maintain controls over access to the building and the security of employees, members, and guests on campus.

Risk/Contract Management

* Identify potential areas of risk (e.g., building risk, liability risk, employee risk, and financial risk) associated with the operation of the church and implement mitigation strategies.
* Establish and maintain adequate controls and insurance coverage to limit potential exposure.
* Maintain and manage supplier, vendor and employment contracts.

Human Resource Management

* Create and maintain all personnel records and human resource files.
* Develop and maintain job descriptions and employment agreements.
* Supervise and mentor teams fostering a collaborative and inclusive work environment.
* Coordinate employee evaluation and recognition processes and performance management/discipline, in partnership with Staff Committee.
* Act as the benefits coordinator as it pertains to health insurance, retirement programs, and other benefits provided to employees by the church.
* Ensure HR processes, including policies and employee handbook, are effectively implemented and communicated.

General

* Serve as the Integrator in the Entrepreneurial Operating System (EOS), lead Level 10 meetings, set and drive quarterly and long-term goals, and monitor performance based on established metrics.
* Proactively seek opportunities to improve operational efficiency and financial profitability.
* Ensure compliance with nonprofit regulations and best practices.
* Assist with the annual stewardship campaign and upcoming capital campaign.
* Attend and provide updates at evening committee and board meetings, as needed.  A typical meeting schedule would include three evening meetings/month.
* Attend required staff meetings, planning meetings, and fellowship gatherings, some of which occasionally occur on Sundays.

**Skills and Qualifications**

Minimum Qualifications

* Bachelor’s degree or equivalent experience in a similar senior leadership role.   
  MBA or CPA a plus.
* Operational expertise including budget, project, process, and resource management.
* Strategic perspective including ability to develop and lead strategic initiative implementation working closely with other key stakeholders.
* Creative thinking and strong analytical skills for effective decision-making and problem-solving.
* Strong leadership and relationship-building skills.
* Excellent organizational, time management, and communication skills (both verbal and written).
* Excellent interpersonal and customer-service skills with ability to work collaboratively with employees, suppliers, and members of the congregation.
* Proficiency in Microsoft Office Suite.

Bonus/Preferred Qualifications

* Experience working in a nonprofit organization
* Knowledge of nonprofit finance and accounting practices
* CRM and financial software experience a plus
* Working knowledge of position-related regulations and legal guidelines

Required Schedule: Full-time. Monday through Friday, with the possibility of some hybrid remote work. Some weekends and evenings will be required. This is a full-time, salaried, exempt position under the Fair Labor Standards Act.

*The above-noted position description is not intended to describe in detail the multitude and variety of tasks involved, but rather to give the individual a general sense of the responsibilities and expectations of this position.  Essential functions may evolve as business demands change.*

**The salary range is $95,000 to $110,000, based on experience. For more details, please contact Michael Martinez at mmartinez@phpc.org.**